

# **California School-Based Medi-Cal Administrative Activities Manual**

**Produced by:**

**California Department of Health Services**

**In Cooperation with:**

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## FORWARD

This California School-Based Medi-Cal Administrative Activities (MAA) Manual (hereinafter referred to as “the School Manual”) is designed to clarify and enhance school staff participation and provide audit protection for claiming units. The language in the School Manual is based on requirements embedded in the Federal Centers for Medicare & Medicaid Services’ (CMS’s) School-Based Administrative Activities Guide (May 2003, final version). DHS will notify Local Educational Consortia (LECs) and Local Governmental Agencies (LGAs) through Policy and Procedure Letters (PPLs) of approved changes/revisions to the School Manual. Each year, DHS and the LEC/LGA committee will revise the School Manual to update any changes and provide further clarification.

The School Manual will continue to be a work in progress. Suggestions for improvement can be made to your regional LEC/LGA MAA coordinator. For definitions or descriptions of key terms, users may refer to the MAA Glossary in Section 3. For a quick guide to abbreviations and acronyms, users may refer to Appendix B.

## TABLE OF CONTENTS

<b>Section Number</b>	<b>Title</b>	<b>Tab Number</b>
1	HOW TO USE THIS MANUAL	1
2	MEDI-CAL BACKGROUND	2
3	MAA GLOSSARY	3
4	MAA OVERVIEW	4
5	ACTIVITY CODES: DESCRIPTIONS AND EXAMPLES	5
6	MAA TIME SURVEY	6
7	OPERATIONAL PLAN OVERVIEW	7
8	AUDIT FILE	8
9	MAA CONTRACTS	9
10	DETERMINING THE MEDI-CAL PERCENTAGE	10
11	INSTRUCTIONS FOR PREPARING THE LEA MAA DETAIL INVOICE AND THE LEA MAA SUMMARY INVOICE	11
APPENDIX A	ABBREVIATIONS AND ACRONYMS	13
APPENDIX B	SAMPLE MAA INVOICE	14
APPENDIX C	DHS TAPE MATCH	15
APPENDIX D	IEP CODING	16
APPENDIX E	CODE 1 VS. CODE 16 MATRIX	17